DOCUMENT RESUME

ED 409 959 JC 970 423

TITLE	Procedure for Tenure Review and Recommendations.
INSTITUTION	El Paso Community Coll., Tex.
PUB DATE	24 May 96
NOTE	9p.
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Academic Rank (Professional); Administrator Responsibility; College Faculty; *Community Colleges; *Eligibility; *Evaluation Criteria; Evaluation Methods; *Faculty Evaluation; Guidelines; *Tenure; Two Year Colleges
IDENTIFIERS	El Paso County Community College District TX

ABSTRACT

This document outlines the procedures for reviewing and recommending faculty tenure at the El Paso County Community College District, in Texas. First, definitions are provided of the participants in the review process, including the tenure candidate, participating administrators, and committees. Next, eligibility for tenure is reviewed, indicating that candidates must have completed at least 5 years of eligible (i.e., 60% instructional duties) service. Advisory duties and responsibilities of the District tenure committee are then identified, focusing on representation from different departments and terms of appointment, and the following tenure evaluation criteria are presented: (1) evidence of superior job performance; (2) professional responsibilities; (3) evidence of professional growth; and (4) professional service to the community and state. The tenure review process is then examined, including the orientation of new probationary faculty, annual evaluations, progress reports, workshops for the tenure committee and procedures for recommending tenure to the President, and written appeals in the event of denial of tenure. Finally, procedures are reviewed for handling tenure packet materials from candidates recommended for tenure and/or a sixth probationary year and issues of confidentiality are discussed. (TGI)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 409 959

Procedure for Tenure Review and Recommendations

El Paso Community College

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
X This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
A. W. Loston
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

JC 970 423

BEST COPY AVAILABLE

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE PROCEDURE
SECTION: I. INSTRUCTION

BOARD POLICY:	3.07.02	TITLE:	Tenure Review and Recommendations
APPROVED:	April 8, 1983	NUMBER:	1.08.01
REVISED:	September 1, 1995 May 24, 1996		

OBJECTIVE: To establish guidelines for recommending the granting of tenure to probationary faculty who have completed five consecutive academic years of service with the district.

PROCEDURE:

I. Definitions:

Tenure Candidate: A probationary track faculty who has completed five consecutive academic years of service. The candidate will be identified as such according to Human Resources records and the criteria stated within this document.

Executive Dean(s) or Appropriate Executive Dean: The executive dean of a major campus, such as, Rio Grande, Transmountain, or Valle Verde.

Executive Dean–Administrative Liaison: The executive dean assigned as the administrative liaison to the Tenure Committee. This position is recommended by consensus of the other executive deans and appointed by the President and serves as described below.

Administrative Supervisor: The tenure candidate's immediate administrative supervisor, such as division chair, lead counselor, or head librarian.

Tenure Committee Chairperson: The tenure committee member elected by the committee to be the chairperson. The committee will elect a chairperson every academic year and the chairperson will serve the entire academic year and be a voting member of the committee. The chairperson will conduct the normal business of the Tenure Review Committee and, in conjunction with the Executive Dean–Administrative Liaison, ensure that the review of the candidates' application materials, the committee interviews of the candidates, and the proper forms are completed according to the established procedure described within this document.

Tenure Review Committee: A district-wide committee of tenured faculty. The committee reviews the tenure candidates' application materials, interview candidates, and will or will not recommend the candidates for tenure to the Executive Dean–Administrative Liaison.

Peer Review Committee: A divisional committee of tenured faculty from the division including at least one within the discipline if available. The committee reviews the tenure candidate's application materials and will or will not recommend the candidate for tenure to the candidate's administrative supervisor. The candidate shall have the opportunity to submit two names, one of which will be appointed to the committee by the Executive Dean.

II. Eligibility

It is the responsibility of the executive deans to make recommendations to the President concerning the granting of tenure to probationary faculty who have completed five consecutive years of eligible service with the college. Eligible service shall be construed as at least 60 percent instructional duties (or, for counselors and librarians, at least 60 percent regular duties) for each fall and spring semester. Probationary faculty who accept non-instructional assignments equivalent to 80 percent or more of their normal load in any given semester may not count that semester toward fulfillment of the required five consecutive years of service, although they may include the activities performed as evidence of meeting the tenure criteria. Faculty who accept non-instructional assignments for more than 40 percent but less than 80 percent of their normal load in any given semester may be required by the Tenure Review Committee to justify the reduced instructional load for that semester.

III. Tenure Committee Charge

The President will appoint, upon recommendations from the executive deans, and convene a Tenure Review Committee for the purpose of reviewing the applications of tenure candidates and providing recommendations. The function of this committee is advisory only.

A. The committee will consist of one executive dean and nine tenured faculty representing the following: one arts and science faculty, one occupational education faculty, and one librarian or counselor from each major campus. The faculty representation will reflect the district student demographics in regard to gender and ethnicity. All faculty members will be voting members. One of the faculty representatives will be elected by the committee members as the chairperson of the committee every academic year and will be a voting member of the committee. The executive dean designated by the President to serve as the Executive Dean-Administrative Liaison will not vote and this assignment will be rotated every year among the appropriate executive deans.

B. Terms of the committee members will be for two years and will rotate on a staggered basis with approximately one half (4-5) of the committee changing membership each year. Rotation will take place prior to the beginning of the academic year.

IV. Tenure Evaluation Criteria

Consideration of candidates for tenure shall be based on the fulfillment of the following weighted criteria:

A. Evidence of Superior Job Performance - 50 percent. Teaching performance includes, but is not necessarily limited to, teaching practices, techniques, classroom style, and efforts made to provide maximum opportunity for student success. Counselor performance includes, but is not necessarily limited to, teaching performance, marketing/recruitment activities, and participation in counseling center activities. Librarian performance includes, but is not necessarily limited to, library instruction and LRC techniques and practices.

B. Professional Responsibilities - 25 percent. Professional responsibilities include, but are not necessarily limited to, performance of job description requirements such as participation in division/discipline activities, service on district committees, student advising, appropriate record keeping, meeting classes as scheduled, and posting and maintaining office hours.

C. Evidence of Professional Growth - 15 percent. Professional growth includes, but is not necessarily limited to, participation in district development activities such as scheduled workshops, and participation in individual development activities such as advanced course work, relevant continuing education activities, leadership and participation in professional organizations and conferences, and individual research and publications.

D. Professional Service to the Community/State - 10 percent. Professional service includes, but is not necessarily limited to, leadership or participation in community or other committees, boards and organizations, presentation or performances for community or other groups, community service teaching activities, and professional achievements.

V. Process:

A. New probationary faculty, as part of their normal orientation to the district, will be provided with a copy of the Tenure Review Procedure including "Instructions for Tenure Candidates". At the beginning of each spring semester, the Human Resources Office will determine, based on historical records of each individual's assignments, fulfillment of the requirement for 60 percent or more instructional service and will inform the appropriate executive dean of those probationary faculty who will be beginning their fifth consecutive year of eligible employment with the college during the next academic year. The appropriate executive dean will be designated as such based on the tenure candidate's base campus. Tenure candidates who have transferred from one base campus to another within their five year eligibility time period will be given a choice of designated appropriate executive dean.

(B) The probationary faculty member shall be evaluated **each year** in accordance with the Faculty Evaluation Procedure (#3.01.02). In accordance with the aforesaid procedure and the guidelines provided below, the administrative supervisor will conduct the performance evaluation which shall schedule an individual interview with the faculty member to review the faculty member's progress in the probationary position in order to assist the faculty member to maintain and/or improve his/her teaching performance and other activities.

PROBATIONARY YEAR	EVALUATION TO BE CONDUCTED BY
First	February 1
Second - Fourth	November 1

The following actions additionally shall be recommended by the immediate supervisor in regard to probationary faculty: (1) Continued Probationary Status, (2) Continued Probationary Status with Review, or (3) Non-renewal.

In the event that a "Continued Probationary Status with Review" is recommended in the probationary faculty member's **first** year, the immediate supervisor and the Divisional Peer Review Committee will participate in the **second** year evaluation.

1. If a "Continued Probationary Status with Review" is again recommended in the **second** year by **both** the immediate supervisor and Divisional Peer Review Committee, the probationary faculty member shall be recommended for **non-renewal**.

2. If a "Continued Probationary Status with Review" is recommended by either the immediate supervisor or Divisional Peer Review Committee, the immediate supervisor, Divisional Peer Review Committee, and the appropriate executive dean will participate in the **third** year evaluation of the probationary faculty member. The executive dean's role shall be to recommend non-renewal of the probationary faculty member's contract, if necessary.

3. If at any point during the process there is cause for dismissal, the immediate supervisor and Executive Dean shall make a recommendation for immediate dismissal.

In the Fall semester of the **third** year of employment, the probationary faculty member will complete the third-year progress report. The immediate supervisor and Divisional Peer Review Committee will jointly evaluate the probationary faculty member and assist the faculty member to maintain and/or improve his/her teaching performance and other activities. The third-year report will be signed by each individual involved and a copy included in the faculty member's tenure application materials.

C. During the spring semester prior to the year for tenure review, the office of the appropriate executive dean will provide each candidate with materials including the tenure review procedure, required forms, instructions for completion and timelines for submission, and a list of supporting materials. It is the candidate's responsibility to forward the tenure application materials to their administrative supervisor and to ensure that all materials are completed and submitted in a timely manner. The executive deans will also provide all candidates with the opportunity to attend a workshop regarding tenure packet preparation during both fall and spring faculty orientation sessions.

D. The Executive Dean–Administrative Liaison will ensure that a workshop is conducted for all administrative supervisors of probationary faculty regarding the tenure procedure and confidentiality of the process prior to the review of the tenure packets.

E. The administrative supervisor will recommend to the appropriate executive dean a divisional peer review committee consisting of three tenured faculty normally from within the division and base campus. The appropriate executive dean will appoint the Peer Review Committee. The Executive Dean–Administrative Liaison and the Chair of the Tenure Review Committee will conduct a mandatory workshop for the peer review committees prior to their review of the tenure packets. Administrative supervisors and other executive deans must also attend this workshop.

F. The divisional peer review committee will review the packets of the tenure candidates from that division in consideration of the criteria as outlined in Section IV of the procedure statement. The committee will forward the packets with a written recommendation (Peer Review Committee Recommendation Form) for each candidate signed by all committee members outlining the candidate's strengths and weaknesses and making a recommendation concerning tenure to the candidate's administrative supervisor. The Peer Review Committee's comments and recommendations should be specific and clear. The administrative supervisor may reconvene the divisional peer review committee if their comments and recommendations are in need of further clarification.

G. The administrative supervisor will review the materials in consideration of the criteria outlined in Section IV of the procedure statement. The administrative supervisor will forward the packets with a written recommendation (Administrative Recommendation Form) outlining strengths and weaknesses and making a clear recommendation supported by specific reason(s) to the appropriate executive dean concerning tenure. It will be the administrative supervisor's responsibility to ensure that the peer review committee recommendations as well as his/her own are clear, specific, and to the point. The appropriate executive dean may return the recommendation(s) for further clarification at his/her discretion.

H. The appropriate executive dean will review the materials in consideration of the criteria as outlined in Section IV of the procedure statement and will interview each candidate. The appropriate executive dean will forward the packets with written recommendations (Administrative Recommendation Form) to the Executive Dean–Administrative Liaison who will review the materials and may return the recommendation(s) for further clarification at his/her discretion.

I. The Executive Dean–Administrative Liaison will convene the Tenure Review Committee and provide the committee with all materials submitted. The Executive Dean–Administrative Liaison will meet with the Tenure Review Committee during the review process.

1. The committee will meet in closed session. The candidate for tenure as well as the appropriate executive dean and the candidate's administrative supervisor will appear separately before the committee to respond to questions from the committee. The committee chairperson will assume the responsibilities of the Executive Dean–Administrative Liaison during that executive dean's candidate(s) review.

2. The committee may: (1) recommend granting tenure (2) not granting tenure (3) recommend, under extenuating circumstances, extending probationary status for a sixth year.

J. The Executive Dean–Administrative Liaison will then make recommendations to the President regarding the tenure of each candidate. The President will review the recommendations received from the Executive Dean–Administrative Liaison and will present the President's recommendations to the Board of Trustees for deliberation. Each candidate will be notified by the President by December 15 of the recommendation that has been made to the Board of Trustees regarding that individual.

K. In the event of denial of tenure, the candidate may submit a written request for reconsideration to the President through the office of the Executive Dean–Administrative Liaison. The written request for consideration must be presented within 10 working days following the notification of denial of tenure. The President may direct the Executive Dean–Administrative Liaison to reconvene the Tenure Review Committee for a second review of the candidate's application for tenure. The second review must be completed, recommendations forwarded, and notification made by January 31.

VI. Retention of Tenure Packet Materials

The tenure packet materials submitted by the candidates recommended for tenure will be duplicated by the office of the Executive Dean–Administrative Liaison. The copies will be retained by the appropriate executive dean's office and the original materials returned to the faculty member in a timely manner. The tenure packet materials submitted by candidates not recommended for tenure or recommended for an additional probationary year will be duplicated by the office of the appropriate executive dean; the

copies will be retained by that office and the original materials forwarded to and retained by the Human Resources department. The candidate who is denied tenure or is given an additional probationary year may request a copy of the materials from the office of the Human Resources Department.

VII. Additional Probationary Year Materials

Candidates recommended for a sixth probationary year will prepare a separate packet for the year subsequent to the initial review. The packet should include all relevant materials according to procedure. Materials submitted for this year will be appended to and considered with the original packet. The candidate will follow the tenure review process in reapplying for tenure.

VIII. Confidentiality

Personal information in the tenure packet materials and written comments regarding the candidate as reflected on recommendation forms, and in other intra-college memoranda materials, are deemed confidential. Participants are, therefore, obliged to properly safeguard all documentation pertaining to the tenure process and are reminded that confidential matters are not to be revealed or discussed with anyone not officially involved in the evaluation process.